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**COMMUNITY DEVELOPMENT DEPARTMENT**

80 Columbia Avenue • Marysville, WA 98270

(360) 363-8100 • (360) 651-5099 FAX

www.marysvillewa.gov

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## Utility Easement Instructions

The following items are required:

- \_\_\_ a) 'City of Marysville Utility Easement' Form – provided by City of Marysville
- \_\_\_ b) Full legal description of entire property – provided by Owner or PLS, (Exhibit A)
- \_\_\_ c) Legal description of easement by Professional Land Surveyor, (Exhibit B)
- \_\_\_ d) Drawing of easement with bearings and distances by PLS, (Exhibit C)
- \_\_\_ e) Deed of Ownership or recent Title Report
- \_\_\_ f) Utility 'as-built' drawings

-- Easement documents must be reviewed, approved, and recorded prior to final project approval. Incomplete submittals will result in delays. Forms cannot be altered without permission of the City Attorney.

-- Recording rules require a 3-inch top margin on the first page of the easement. All other margins must be at least 1-inch. **Please ensure that signatures and notary seals do not run into the margins.** Fax date/fax # and any other information appearing in the margins must be removed. Font must be at least 8-point in size.

-- If the legal description of the property does not fit in the space provided, indicate "See Exhibit A", and type the full property description on a separate sheet with 1" margins. Do the same for the legal description of the easement and indicate "See Exhibit B". **Include a drawing** of the easement on 8 1/2" x 11" or 8 1/2" x 14" sheet and label "Exhibit C". Licensed Surveyor or Professional Engineer must stamp, sign and date legal descriptions and drawings.

-- The document must be signed in the presence of a notary. It is important to use the correct notary paragraph. Only individual property owners may use the 'individual notary' section. For corporations, partnerships, powers of attorney, or the personal representative of an estate, the 'representative or company notary' must be used. **Names must match deeds.** Please provide copy of deed of ownership or recent title report.

-- The completed form must be returned to the City of Marysville PW/CD Department located at 80 Columbia Avenue, Marysville, WA 98270. The City will review the document for accuracy and forward it to the Snohomish County Auditor for recording on the property title.

-- Include copy of approved **"as-builts"** with this submittal. Easements must match as-built drawings.

-- Please include a contact name and phone number or e-mail address below:

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(Name)

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(Phone/Email)